



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO. : 05

REVISION NO. : 03

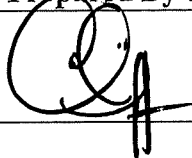
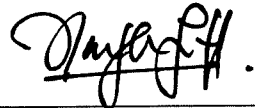
MODULE DEVELOPMENT & REVIEW

EFFECTIVE DATE : 07/07/2020

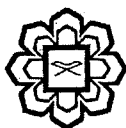
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MODULE DEVELOPMENT & REVIEW

Prepared By :-	Approved By :-
Signature : 	Signature : 
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Position : Senior Assistant Director	Position : Director
Date : 02/07/2020	Date : 07/07/2020

CONTROLLED COPY NO. :



1. OBJECTIVE

The objective of this procedure is to ensure that the current modules are reviewed accordingly and new modules comply with the standard guidelines.

2. SCOPE


This procedure is to be used by STADD to review its existing modules and to develop new modules.

3. DEFINITION/ABBREVIATION

- | | |
|---------------|---|
| 3.1 DIR | Director |
| 3.2 HoD | Head of Department |
| 3.3 AO | Administrative Officer |
| 3.4 MRC | Module Review Committee |
| 3.5 MDC | Module Development Committee |
| 3.5 STADD | Student Affairs and Development Division |
| 3.6 KCA | Office of Knowledge for Change and Advancement |
| 3.7 Reviewers | Internal Reviewer Experts among LTIF within STADD &
External Reviewer Experts other than STADD |

4. REFERENCES

- 4.1 Academic Quality Assurance Framework (AQAF)

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5. RESPONSIBILITY AND DETAILED PROCEDURE

A. MODULE REVIEW

RESPONSIBILITY	ITEM	DETAILED PROCEDURE
DIR	5.1	To identify modules to be reviewed and to issue written directive to HoD to review modules every four (4) academic years and/or when necessary
HoD/AO	5.2	To nominate Reviewers and submit to the DIR for approval
	5.3	To prepare appointment letters with terms of references for DIR's signature
Hod/Reviewers	5.4	HoD to conduct the review meeting with the MRC and the report of the module shall consist of the following: <ul style="list-style-type: none"> a) Strengths and Weaknesses b) Areas of Concern c) Opportunity for Improvement
	5.5	To submit report to the DIR
DIR	5.6	To instruct the HoD to make any adjustments or amendments
HoD/AO	5.7	To make amendments as commented if any
	5.8	To present the review outcomes in the STADD Academic Meeting.
DIR	5.9	To present the review outcomes in the Dean's Council for approval and to the Senate for endorsement.



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B. MODULE DEVELOPMENT

RESPONSIBILITY	ITEM	DETAILED PROCEDURE
HoD	5.1	To receive instruction from DIR based on request from relevant authority or own initiative
	5.2	To conduct new course offering analysis survey
HoD/AO	5.3	If above 60% of takers from the survey analysis, to identify subject matter expert for new module development
	5.4	To prepare appointment letters with terms of references for DIR's signature
	5.5	To set up MDC for module structure and course outlines
	5.6	To present the course outlines in the STADD Academic Meeting
	5.7	To submit the completed course outlines to DIR for recommendation
HoD/AO	5.8	To submit recommended course outline to KCA for format checking
	5.9	To do the amendment if there is any correction from KCA
	5.10	To submit to Dean's Council and subsequently to Senate for Endorsement

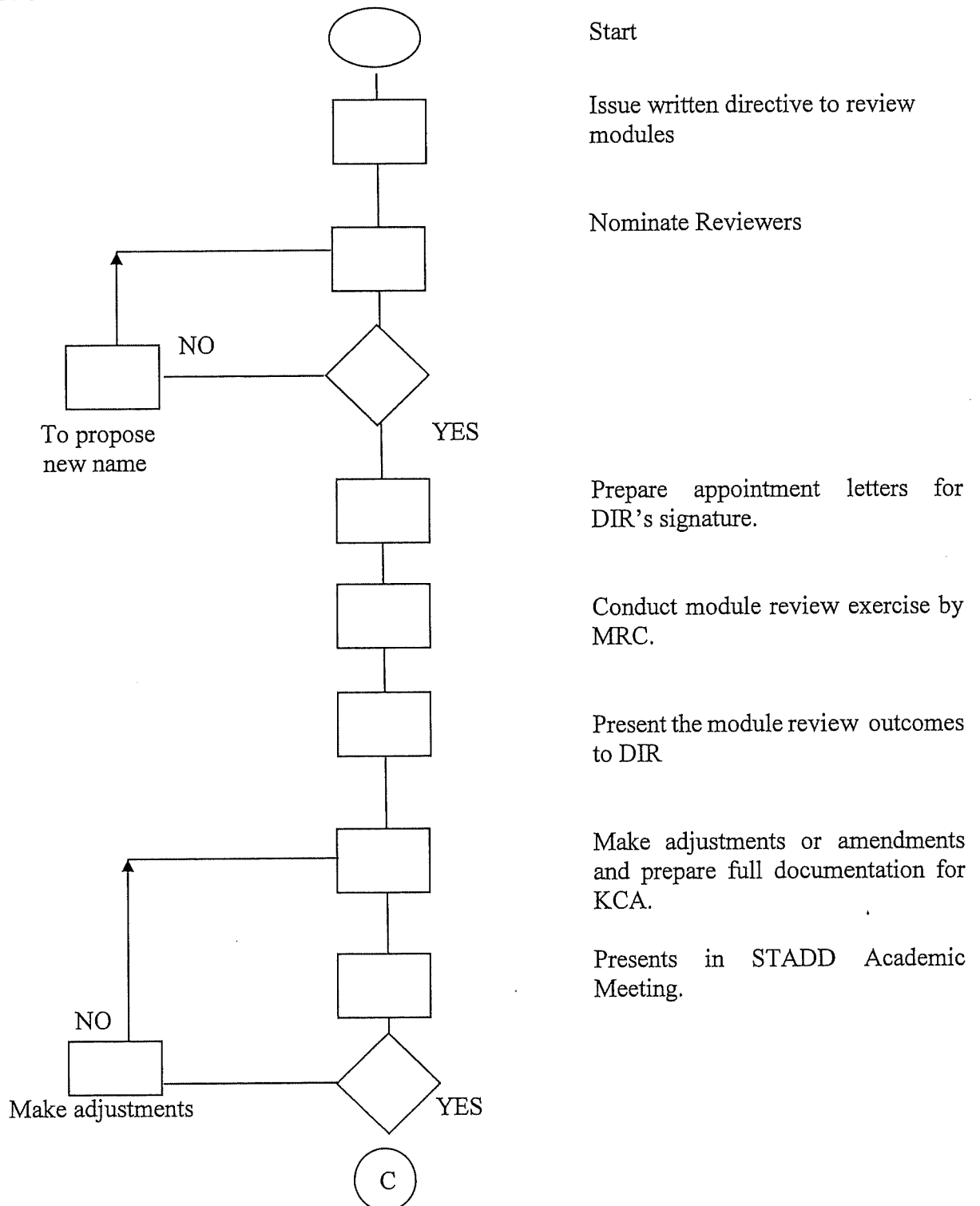
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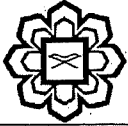
6. QUALITY RECORDS

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Minutes of Meeting/ Discussion on the MODULE REVIEW/MODULE DEVELOPMENT	5 Years	Filing Cabinet	Administrative Assistant
2	Reports from the MRC/MDC	5 Years	Filing Cabinet	Administrative Assistant
3	Reports on the Corrective Action Based on the Review Findings	5 Years	Filing Cabinet	Administrative Assistant



7. FLOWCHART
7.1 MODULE REVIEW





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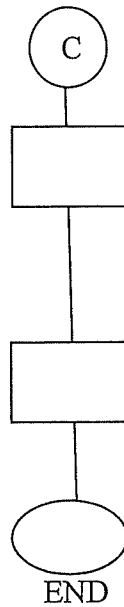
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Submit revised
documentation to KCA

Presents in Dean's Council
for approval and Senate for
endorsement.



7.2 MODULE DEVELOPMENT

